

**DESIGNERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
April 27, 2016**

PRESENT: Mark Cook, Ralf Kelm (*via GoToMeeting*), Steven Tweed

EXCUSED: Thomas Gasperetti

STAFF: Brittany Lewin, Executive Director; Samantha Weishan, Bureau Assistant, and other department staff

CALL TO ORDER

Steven Tweed, Section Chair, called the meeting to order at 1:15 p.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Mark Cook moved, seconded by Steven Tweed, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Mark Cook moved, seconded by Ralf Kelm, to adopt the minutes of November 24, 2014 as published. Motion carried unanimously.

ELECTION OF OFFICERS

SECTION CHAIR

NOMINATION: Mark Cook nominated Steven Tweed for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Steven Tweed was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Steven Tweed nominated Mark Cook for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Mark Cook was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Steven Tweed nominated Ralf Kelm for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Ralf Kelm was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Steven Tweed
Vice Chair	Mark Cook
Secretary	Ralf Kelm

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Screening Panel	Steven Tweed
Credentialing Liaisons	Steven Tweed Alternate – Mark Cook
Monitoring Liaisons	Thomas Gasperetti
Legislative Liaison	Steven Tweed
2016 COMMITTEE MEMBER APPOINTMENTS	
A-E Joint Board Rules Committee	Steven Tweed

MOTION: Mark Cook moved, seconded by Steven Tweed, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Mark Cook moved, seconded by Steven Tweed, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Mark Cook moved, seconded by Ralf Kelm, that the Section counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Mark Cook moved, seconded by Steven Tweed, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Mark Cook moved, seconded by Steven Tweed, to delegate authority to the Credentialing Liaison to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: Steven Tweed moved, seconded by Mark Cook, to affirm the Chair's appointment of Thomas Gasperetti as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

CLOSED SESSION

MOTION: Mark Cook moved, seconded by Steven Tweed, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Steven Tweed read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Mark Cook-yes; Ralf Kelm-yes; Steven Tweed-yes. Motion carried unanimously.

Open Session recessed at 1:26 p.m.

RECONVENE TO OPEN SESSION

MOTION: Mark Cook moved, seconded by Steven Tweed, to reconvene in Open Session at 2:31 p.m. Motion carried unanimously.

REAFFIRM ALL VOTES MADE IN CLOSED SESSION

MOTION: Mark Cook moved, seconded by Steven Tweed, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

APPLICATION REVIEWS

MOTION: Mark Cook moved, seconded by Steven Tweed, to approve the following applicants for Designer of Engineering Systems Permit by experience, once all requirements are met:

1. Arbeiter, David L.
2. Holt, Justin B.
3. Jablonski, Jeffrey
4. Krueger, Todd A.
5. Matthews, Harland L.
6. Mielke, Joshua T.
7. Serum, Dennis
8. Soldner, Gwenn
9. Van Grinsven, Gerald

Motion carried unanimously.

MOTION: Mark Cook moved, seconded by Steven Tweed, intends to deny the Designer of Engineering Systems Permit application by experience of Adam L. Geurts.

Reason for Denial: Does not meet the experience requirements found in §443.07(1)(b) needed for a permit as an Electrical Designer, in that his only documented experience is in low-voltage and communication systems.

Motion carried unanimously.

BY EXAM

MOTION: Mark Cook moved, seconded by Ralf Kelm, to authorize the following applicants to take the examination, once all requirements are met:

1. Auspring, Thomas J.
2. Demmin, David
3. Weiss, Bruce S.
4. Wickstrom, Matthew L.
5. Zingler, Aaron M.

Motion carried unanimously.

ADJOURNMENT

MOTION: Mark Cook moved, seconded by Steven Tweed, to adjourn the meeting. Motion carried unanimously.

The Section meeting adjourned at 2:32 p.m.